

**PLAN SPONSOR CERTIFICATION**  
**FOR THE USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION**  
**WITH SELF-INSURED PLANS**

The City of Menomonie plan sponsor ("plan") hereby certifies the following amendments have been made to the plan documents of the group health plan pursuant to the requirements of the Health Insurance Portability and Accountability Act of 1996. The City of Menomonie Traditional and PPO plans have made the following amendments to its plan documents:

- Plan shall not use or disclose member information other than as permitted or required by the plan documents or as required by law;
- Plan ensures that any agents, including a subcontractor, to whom it provides member information received from the group health plan agrees to the same restrictions and conditions that apply to the plan sponsor;
- Plan shall not use or disclose the information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan;
- Plan shall report to the group health plan when it becomes aware of any use or disclosure of the information that is inconsistent with the purpose for which the uses or disclosures were provided to the plan;
- Plan shall make available the designated record set of protected health information to members for the purposes of inspection pursuant to HIPAA requirements
- Plan shall make available protected health information for amendment and incorporate any amendments to protected health information;
- Plan shall make available the information required to provide an accounting of disclosures;
- Plan shall make its internal practices, books, and records relating to the use and disclosure of protected health information received from the group health plan available to the Secretary of Health and Human Services for purposes of determining compliance by the group health plan with this subpart;
- Plan shall return or destroy all protected health information received from the group health plan that the sponsor still maintains in any form and retain no copies of such information when no longer needed for the purpose for which disclosure was made. [except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible]; and
- Provide for adequate separation between the group health plan and the plan sponsor. The plan documents were amended to:
  - Describe those employees or classes of employees or other persons under the control of the plan sponsor to be given access to the protected health information, provided that any employee or person

who receives protected health information pertaining to the group health plan in the ordinary course of business must be included in such description;

- Restrict the access to and use by such employees and other persons described in paragraph to the plan administration functions that the plan sponsor performs for the group health plan; and
- Provide an effective mechanism for resolving any issues of noncompliance by persons with the plan document provisions required by this paragraph.

This certification is effective as of the 14<sup>th</sup> of April, 2004.

Plan Sponsor: The City of Menomonie

Authorized Signer: \_\_\_\_\_

Title: Lowell R. Prange, City Administrator

Date: April 14, 2004